



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



GEORGE N. CAMPBELL, JR.
Commissioner

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Assistant Commissioner

Regional Rideshare Program Grant Application
State FY 2012-2013 (July 1, 2011-June 30, 2013)

Eligible projects: Regional Rideshare Programs

Eligible recipients: private nonprofit organizations, public entities, private contractors

Matching fund requirements:

Require up to a 20% local match

- ✓ Turnpike toll credits may be eligible as match, however at time of project solicitation this is unknown.
- ✓ Therefore, applicants must provide budget in total project costs and be able to provide up to 20% local cash match for proposed project.

Application submission

Format: Double-sided, signed paper copy. Must use NHDOT-developed budget form available by contacting Joan Clinton at jclinton@dot.state.nh.us

No fax or electronic submissions of applications will be accepted.

Deadline: March 1, 2011, 3:00 pm

Submit to: Regional Rideshare Application c/o NHDOT-Bureau of Rail & Transit, PO Box 483, Concord, NH 03302-0483

Projects submitted for funding must include the following (not to exceed 10 pages):

1. Detailed scope of work, project tasks and descriptions of deliverables;
2. Qualifications of key personnel or team;
3. Project budget;
4. Project schedule;
5. Justification for the project; and
6. Service area map and a list of municipalities in project area.

(Note: Some minimum standards have been set for projects and have been provided later in this document.)

Evaluation and selection: DOT staff (Planning & Community Assistance and Rail & Transit personnel) will evaluate the applications and make selections based on the following criteria:

Selection criteria:

- The proposed project effectively addresses a demonstrated regional need.
 - How did you determine this? Planning document, public meeting comments, TAC recommendation, etc.
- The applicant has the fiscal and technical capacity and adequate budget to complete project.
- The applicant has successful experience in providing services to the general public and employers.
- The application shows coordination with transportation providers, regional planning commissions, transportation management associations, regional coordinating councils and other similarly focused organization in the project's service area.
- The applicant's key personnel or team have the necessary qualifications to successfully carryout the project.
- The applicant complies with relevant Federal and state regulations, and has a history of compliance with regulations and reporting requirements.

Other information:

Other Requirements

Successful applicants must agree to follow all applicable federal and state requirements and sign documents certifying this compliance.

Relationship between Department-administered NH Rideshare Program and Regional Rideshare Programs:

NH Rideshare

- Maintain ridematching software/database
- Maintain NH Rideshare website
- Create & distribute marketing templates to Regional Rideshare Programs
- Hold quarterly NH Rideshare network meetings to facilitate information exchange
- Review project deliverables vs contract requirements; act as contract manager for regional rideshare contracts
- Administer a statewide Guaranteed Ride Home (GRH) program (*pending funding & implementation--tentative as of January 2011*)
- Develop relationships with and conduct outreach in areas not served by Regional Rideshare Programs

Regional Rideshare Programs

- Outreach—employer & commuter-based (various mediums)
- Events: employment site visits, community events, Earth Day, etc
- Maintain and update an employer target market list
- Conduct employer surveys
- Website for regional presence and marketing
 - Regional website will provide a portal to NH Rideshare and Tri-State database for instantaneous online ridematching
- Develop a marketing plan for your regional program
- Customization & distribution of NH Rideshare provided marketing materials
- Develop supplemental materials
- Create partnerships and distribution channels and maintain a list of these
- Work with municipalities, regional planning commissions, transportation management associations (TMAs), and transit providers that are in project area to coordinate and improve efficiencies of service delivery
 - Participation in coordination meetings, as needed
- Assist in the implementation of “special” local & regional events such as Green Commute, Fossil Free Fridays, and monthly contests & promotions
- Attend quarterly Rideshare meetings held by the Department (NH Rideshare Coordinator / Contract Manager)

Regional Rideshare Project Deliverables:

- Marketing plan
- Marketing materials
- Employer survey instrument and results
- Employer target market list and corresponding site visit data
- Community Event participation data
- Project updates & narratives (to be submitted with each reimbursement request)
- Detailed budget & invoices in accordance with Federal Highway Administration (FHWA) rules and regulations as implemented by Planning & Community Assistance.